

PHILIP MORRIS U.S.A.

SALES PERSONNEL ACTION NOTICE

TYPE or PRINT CLEARLY

DATE: 12/89

ACTION ☐ NEW HIRE ☐ TRANSFER ☐ CAR NUMBER CHANGE ☐ ADDRESS/PHONE CHANGE
☒ REHIRE ☐ HEADQUARTER CITY CHANGE ☐ NAME CHANGE ☐ POS ADDRESS CHANGE
☐ PART TIME TEMPORARY HIRE ☐ P/T HOURS/TIME SHEET CHANGE
☐ RETURN FROM LEAVE OF ABSENCE - SPECIFY TYPE: _____ DATE OF RETURN _____

NAME* FIRST John LAST Jones INITIAL J.

SOCIAL SECURITY NUMBER 111-11-1111 DATE OF BIRTH 6/4/50

TERRITORY NUMBER 09-99-08-81 EFFECTIVE DATE 1/29/90

*MUST CORRESPOND TO NAME APPEARING ON EMPLOYEE'S SOCIAL SECURITY CARD

HIRE DATE OF REHIRE 1/29/90 JOB TITLE Temporary Sampler

STARTING SALARY \$6.00 PER ☐ YEAR ☒ HOUR SALARY GRADE N/A

INDICATE ONLY FOR PT/TEMP EMPLOYEES: HOURS PER WEEK _____ AUTOMATIC PAID ☐ OR PAID BY TIME SHEET ☐

PRESENT TERRITORY NUMBER

NEW TERRITORY NUMBER

TRANSFER _____ JOB TITLE _____

HEADQUARTER CITY CHANGE PRESENT HDQT. CITY Anytown, USA NEW (SECTION REVIEW REQUIRED) HDQT. CITY _____

CAR NUMBER CHANGE PRESENT _____ DATE CAR RECOVERED _____
 NEW _____ DATE CAR REISSUED _____

NAME CHANGE NEW NAME* _____ FORMER NAME _____
 *MUST CORRESPOND TO NAME APPEARING ON EMPLOYEE'S SOCIAL SECURITY CARD

ADDRESS/PHONE CHANGE (CHECK WHICH TYPE(S) APPLY) ☐ RESIDENCE ☐ COMPANY MAIL ☐ EXPENSE DRAFT ☐ LOCAL PAY DRAFT ☐ PAYCHECK ☐ OTHER (EXPLAIN IN COMMENTS)
 PRESENT 1 Main Street Anytown, USA 11111
 CITY STATE ZIP
 (111) 222-3333
 AREA CODE PHONE NUMBER

ADDRESS/PHONE CHANGE (CHECK WHICH TYPE(S) APPLY) ☐ RESIDENCE ☐ COMPANY MAIL ☐ EXPENSE DRAFT ☐ LOCAL PAY DRAFT ☐ PAYCHECK ☐ OTHER (EXPLAIN IN COMMENTS)
 PRESENT _____ STREET _____ CITY STATE ZIP
 AREA CODE PHONE NUMBER

POS ADDRESS ONLY (SPECIFY BIN AND UNIT NUMBER AND WHERE APPLICABLE, INSIDE DELIVERY) _____ STREET _____ CITY STATE ZIP

COMMENTS
 Employee rehired, previously worked Superslims National Sampling Program in 10/89. Anticipated date of separation from Bucks Sampling Program 3/30/90.

APPROVALS
 FIELD RPA/NYO

EMPLOYEE FILE